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Financial Management

**PREPARATION AND USE OF 913 AW FORM 15,
WORK SCHEDULE CHANGE**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implement Air Force Policy Directive 65-2, *Management Control Program*. It provides guidance on the mandatory use of the 913 AW Form 15. It will be used by all supervisors stationed at Willow Grove Air Reserve Station.

1. Responsibilities:

- 1.1. First Level Supervisors. The 913 AW Form 15, **Work Schedule Change** will be accomplished by the First Level Supervisor prior to the applicable pay period when an employee's work schedule changes. The supervisor will maintain a copy and forward the original to the appropriate Payroll Monitor for input to the Defense Civilian Payroll System (DCPS).
- 1.2. Payroll Monitors. After the 913 AW Form 15 is input to DCPS the original document is hand carried to Civilian Pay Liaison (913 AW/FMFT).
- 1.3. Civilian Pay Liaison. The original document is maintained in accordance with AFMAN 37-139.

2. Objective. The principle purpose of the form is to record a permanent record of individual employee work schedule changes for DCPS. It will be used whenever the individual's work schedule changes on a biweekly basis. It will be submitted as soon as the work schedule change is known.

3. Use of 913 AW Form 15. Samples of work schedule change are in the DCPS handout given to the first level supervisors during initial DCPS training.

- 3.1. Block 1 and 2 are self-explanatory.
- 3.2. Block 3 is the PAS code assigned by the Personnel Manning Document.
- 3.3. Block 4 is the office symbol used in the Personnel Manning Document.
- 3.4. Block 5 is the first Sunday of the applicable Pay period.

3.5. Block 6 is determined by whether they are active or not. See DCPS handout for the appropriate code.

3.6. Block 7 is an alternate work schedule code. See DCPS handout for the appropriate code.

3.7. Block 8 is not used.

3.8. Block 9.

3.8.1. Week 1 and 2. Document the number of hours to be work for each appropriate day.

3.8.2. Shift. Select shift 1, 2, or 3 as applicable.

3.8.3. Night Differential. Document the number of hours that are worked during the night differential time period.

3.8.4. Duty Hours. Each day document the duty schedule of the employee.

3.8.5. Sun Pay. Select Yes if Saturday work hours will cross into Sunday morning. Select No if it does not.

3.9. Block 10 and 11 are not used.

3.10. Block 12 is used to select the appropriate shift for ungraded employees.

3.11. Block 13 and 14. Only the first level supervisor will sign the form. If the supervisor is not available the responsibility passes up to his/her supervisor.

3.12. Block 15 is self-explanatory.

4. Form Availability. The form is available in Banyan Vines for use with the FORMFLOW/PERFORM PRO program. It can also be obtained electronically or in hard copy in the servicing Publications Distribution Office.

5. Form Disposition. The completed form will be maintained in T177-21, Rule 3 in accordance with AFMAN 37-139.

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